

Superior Court of California
County of San Bernardino
Employment Opportunity



Official Court Reporter
\$4,888 - \$6,247 approximate monthly (R65)
Application deadline: Open Continuous
Announcement # 04-002

The eligible list resulting from this recruitment will be used to fill vacancies as they occur throughout the Court. Incumbents may be assigned to any Court District within the County.

We are looking for individuals who will:

- Record verbatim testimony and court proceedings using stenographic and computer aided transcription equipment and real time software; ask judge and other speakers for clarification of testimony, instructions, orders or actions.
- Prepare and read back all, or portions of, the official court proceedings upon instruction from the judge.
- Prepare printed or magnetic media transcripts using computer aided transcription software; produce and certify formal, written transcripts of court proceedings; prepare daily transcripts as needed.
- Receive and process transcript requests; estimate cost of transcripts; duplicate tapes of official records for requesting parties.
- Research medical, legal and technical terminology as well as case citations and related information; develop and modify custom software dictionaries; set up and maintain court reporting, transcription and archival equipment.
- Maintain a variety of electronic and paper files; archive court reports and transcripts; organize and ensure official records security.
- Provide court reporter services in other courtrooms countywide when regularly assigned court is not in session.
- Report all case type proceedings including but not limited to Civil, Family Law, Delinquency, Dependency, Probate and Criminal including Death Penalty matters.
- Prepare transcripts on an individual contractor basis and bill separately pursuant to established fee schedule.

Requirements:

Completion of a recognized training course in court reporting or an Associate's degree in court reporting and one year of experience of recording testimony in court of record or legal environment or any combination of training and experience that could likely provide the desired knowledge and abilities. **Special requirement:** certification by the California Department of Consumer Affairs Certified Shorthand Reporters Board. Own and maintain appropriate equipment for transcription of court proceedings including computer aided transcription equipment.

How to Apply:

For application materials, please contact the Court Personnel Department at (909) 387-6894 or visit our website at www.sbcounty.gov/courts.

Benefits:

Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-employment physical, including drug screening and fingerprinting.

MV – 1/2/04